

Message

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**From:** Minter, Douglas [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0C1A47CA3AE847E2B7B818DA4734D7FD-MINTER, DOUGLAS]  
**Sent:** 1/5/2015 11:25:47 PM  
**To:** Shea, Valois [Shea.Valois@epa.gov]  
**Subject:** RE: copy of the Dewey Burdock Contact list

Thanks.

Could you lay out the steps Carolyn would need to follow in an email back to me? She is a bit stressed from taking on the FOIA duties from Joyce, so I want to make this as simple as possible.

You have captured everyone who has called me.

Douglas

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**From:** Shea, Valois  
**Sent:** Monday, January 05, 2015 4:16 PM  
**To:** Minter, Douglas  
**Subject:** copy of the Dewey Burdock Contact list

Hi Douglas,

I believe the 3<sup>rd</sup> person you received a message from is Ex. 6 Personal Privacy (PP) She also called me, but gave me only her phone number and mailing address. I left a message on her answering machine asking her if she has an email address.

I also have a copy of the contact list saved on the I drive:

\\C0808F03EC005\share\Shar3\30 Day Share\Valois\Dewey Burdock\ContactList

If there are others you know of that are not included on the list, please let me know.

As you saw from the two emails I cc'ed you on, after I receive a request, I send a confirmation email. This also lets me know I have the email address saved correctly. I would be glad to hand this task over, if Carolyn is ok with that. I would appreciate it if she copies me on the confirmation email so I have the info from two sources.

Thanks!

*Valois*

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